

SMART SKILLS BUILDER

ICT

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SMART LEARNING



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CD-ROM  
USER GUIDE

## Introduction

This Year 9 **Smart Skills Builder for ICT CD-ROM** is designed to be used in conjunction with the Year 9 **Smart Skills Builder for ICT Student's Book** and **Teacher's Book**. The course is structured into one introductory unit and three long units. Each unit is built around a series of tutorials that aim to develop skills and processes that students have been learning across Key Stage 3.

The CD-ROM provides a bank of downloadable files for use by yourself and your students. It is not designed for students to access themselves, since it contains answer sheets and teacher guidance sheets that students should not see.

The CD Resources are contained within a Macromedia Flash application, for easy browsing. However, if you prefer, you can go directly to the folder where the resources are kept, and select and save files and folders in the usual way.

## Minimum system requirements

### PC

Windows 98, 2000, XP  
450 MHz (Pentium II) processor, 64 MB RAM  
64 MB graphics card, sound card  
800 x 600 screen resolution

### Macintosh

OS 9 (with CarbonLib), OS X  
400 MHz processor (G3), 64 MB RAM  
32 MB graphics card, sound card  
1024 x 768 screen resolution

**Please note:** Flash interface not Mac OS 9 or OS X v10.1 compatible

## Installing the CD-ROM (PC)

Insert the CD-ROM into your computer's CD-ROM drive.

The disc should automatically launch the Install Wizard, which will take you automatically through the installation process. The Wizard will select the **Program Files** folder on your hard drive by default, but you can choose to save the files to another folder if you prefer.

If the disc fails to start automatically, double-click on the CD-ROM drive icon in 'My Computer' then double-click on **Setup.exe**.

During installation, two shortcuts will automatically be created on your computer's desktop and Start menu:



Click on the **Smart ICT Year 9** icon to browse through folders and resources using the Flash interface.



Click on the **Smart ICT Year 9 folders** icon to go directly to the CD Resources folder at top folder level, without using the Flash interface.

Once the resources have been installed on your hard drive, you can copy or use 'Save As' to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed resources, because if you need an original copy at a later date, you will need to reinstall the CD-ROM.

## Opening CD Resources (PC)

Most of the CD resources are based around the Microsoft Office suite of software, with some exceptions, which are listed below. You will need to make sure that the following software is installed on your network for each unit:

**All units** Microsoft Word; Microsoft Excel; Microsoft PowerPoint

**Unit 9.0** Microsoft Word

**Unit 9.1** Flowol™ (version 3) and the Flowol Secondary Mimic disc (Keep IT Easy, <http://www.flowol.com>); Microsoft Publisher (or Word); Macromedia® Dreamweaver®; image-editing software (such as Adobe® Photoshop® or Microsoft Office Picture Manager)

**Unit 9.2** Web browser (such as Internet Explorer); Macromedia® Dreamweaver®; Microsoft Access

**Unit 9.3** Microsoft Access; web browser; Microsoft Publisher (or Word)

Dreamweaver is referenced in the Student's and Teacher's Books and you will need this software to complete these units, but it is not required for the CD Resources. Where necessary, alternative file types have been provided.

**Please note:** Screen-grabs of software packages in the Student's Book and on some of the CD Resources have been created using Microsoft Office 2003. If you have a different version of the software the interface will appear slightly different to how it appears in the screen-grabs, but there should not be any major differences in the way the software functions.

## Installing the CD-ROM (Mac)

Insert the CD-ROM into your computer's CD-ROM drive. The disc should automatically launch. Double click on **Setup** and follow the on-screen instructions to install the CD Resources.

If the disc fails to start automatically, double click on the disc icon on your desktop, then double click on **Setup**.

During installation, two shortcuts will automatically be created on your computer's desktop:



Click on the **Smart ICT Year 9** icon to browse through folders and resources using the Flash interface.



Click on the **Smart ICT Year 9 folders** icon to go directly to the CD Resources folder at top folder level, without using the Flash interface.

**Please note:** If you are using OS 9 or OS X v10.1, only the CD Resource files will be installed.

Once the resources have been installed on your hard drive, you can copy or use 'Save As' to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed resources, because if you need an original copy at a later date, you will need to reinstall the CD-ROM.

## Opening CD Resources (Mac)

Most of the CD resources will work on an Apple Macintosh computer. These include Microsoft Word, Excel and PowerPoint files. Microsoft Access and Microsoft Publisher files are not Macintosh compatible, but where necessary alternative file types have been provided.

You will need to make sure that the following software is installed on your network for each unit:

**All units** Word for Macintosh; Excel for Macintosh; PowerPoint for Macintosh

**Unit 9.0** None

**Unit 9.1** Flowol™ for Macintosh and the Flowol Secondary Mimic disc (Keep IT Easy, <http://www.flowol.com>); Macromedia® Dreamweaver®

**Unit 9.2** Web browser (such as Internet Explorer); Macromedia Dreamweaver; database package (such as FileMaker Pro)






**Unit 9.3** Database package (such as FileMaker Pro)

Dreamweaver is referenced in the Student's and Teacher's Books and you will need this software to complete these units, but it is not required for the CD Resources. Where necessary, alternative file types have been provided.

**Please note:** Screen-grabs of software packages in the Student's Book and on some of the CD Resources have been created using Microsoft Office 2003 on the PC. There will be variations in the way the interface looks and some differences in the way the software functions on the Macintosh.

## Accessing CD Resources (PC and Mac)

Once the CD Resources are saved on your hard drive, you can choose how you access them and how you make them available to students. The resources are collated into lesson folders, and all the resources you need for a particular lesson will be in one folder. There are various ways you can access the CD Resources.

1. Click on the **Smart ICT Year 9** desktop icon or Start menu (PC only) to open the Flash interface and browse through the folders till you find the lesson folder you need. You can then open resources simply by clicking on them. Save a CD Resource to your chosen location by choosing **File > Save As**. 
2. Follow the same steps as above to open the Flash interface, but instead of opening an individual CD Resource, click on the folder icon at the top of the lesson folder. This will open the folder for that lesson, and you can save the entire folder, (or individual resources) to your chosen location. 
3. Navigate directly to the folder where you saved the resources by clicking on the **Smart ICT Year 9 folders** icon or Start menu (PC only) and copying the folder to your chosen location.   

**Note:** You can rename CD Resources once you have saved copies to your hard drive, but remember that they are referenced in the Student's Book and Teacher's Book as they are currently named, and changing their names may cause confusion.

## Giving students access to CD Resources

When you need students to create their own copies of a CD Resource, direct them to the location where you have saved the resource on the network. The students will need to save a new version of the resource into their own folders. They can do this by opening the CD Resource and choosing **File > Save As**, then finding their own folder and saving the file.

## Editing CD Resources

Many of the CD Resources can be edited, either by the teacher or the students. As mentioned before, you should make sure that you do not edit the original files installed from the CD-ROM. Before you edit a CD Resource, save a copy of it to a different location to ensure that you always have the original, unedited file to hand for future use.

- **Teacher editing:** You can change activity instructions, images and content on the CD Resources as you see fit, to suit your own students' needs and abilities.
- **Student editing:** Ideally students should complete worksheets, spreadsheets, etc. on screen. However, all these resources can also be printed out and used for homework, or work away from the computer.

## Printing CD Resources

The CD Resources are colour resources, so if you are printing class sets on a colour printer you may prefer to print one copy and photocopy the remainder.

## Troubleshooting

1. When opening Microsoft Access files using Access 2003, a default security message will be displayed which reads '**Unsafe expressions are not blocked. Do you want to block unsafe expressions?**'. Click **No**.  
A second message will then be displayed which reads: '**This file may not be safe if it contains code that was intended to harm your computer. Do you want to open this file or cancel the operation?**'. Click **Open**. The database will then open as normal. Save a copy of this to your hard drive. When you open your own saved version, the security message should not appear.
2. Microsoft Access files will not launch in Access 97. If you are using this version of the software, you should import the CSV or Excel file into your database software, choosing **File > Get External Data > Import**, then choose either **Microsoft Excel** or **Text files** from the **Files of Type** drop-down list. Follow the Wizard to import the data.
3. When opening CSV files to view on Windows 2000, an error message may be displayed: '**SYLK: file format is not valid.**' If this happens, navigate to the folder containing the file and right-click on the file icon. Select '**Open with Notepad**'. The file should then open as normal.
4. When opening Flowol files, the message '**Failed to open referenced mimic: Big Wheel**' will display. Click **OK**. The file will then open as normal, and you should choose **Mimic > Mimic** and select the Big Wheel mimic.

## Technical Support

If you have any problems installing the CD-ROM, or saving, opening and using any of the CD Resources, please contact our Technical Support team on **0845 612 1454**. Alternatively, visit our website, [www.smart-learning.co.uk](http://www.smart-learning.co.uk) for more information on the Smart Skills Builder for ICT resources.

## Uninstalling the CD:

### PC

1. Go to the Start menu and choose **Control Panel > Add or Remove Programs**.
2. Select **Smart Skills ICT Yr9** from the list and click **Remove**.

### Mac

1. Browse to your Applications folder
2. Select and delete the **Smart Skills ICT Yr9** folder
3. Delete the desktop shortcut.

## Year 9 Smart Skills Builder for ICT CD-ROM

The publishers have made every effort to trace all copyright holders, but if they have inadvertently overlooked any they will be pleased to make the necessary arrangements at the first opportunity.

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**Unit illustrators:** Rory Walker for Unit 9.1; Harris Sofokleous for Unit 9.2; Phil Garner for Unit 9.3.

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